



## MUNICIPAL BUILDING OFFICIAL 1 (Contract - up to 18 Months) - Job ID #2161

<b>Job Title</b>	MUNICIPAL BUILDING OFFICIAL 1 (Contract - up to 18 Months)	<b>Status / Job Type</b>	Contract Full Time
<b>Commission</b>	Community Development	<b>Department</b>	Building Services
<b>Union Affiliation</b>	CUPE 181 (CITY HALL) CONTRACT	<b>Number of Openings</b>	1
<b>Rate of Pay</b>	\$40.48 to \$42.94	<b>Benefits Entitlement</b>	Yes
<b>Hours of Work</b>	35 Hours Per Week	<b>Posting Date (4:30 pm)</b>	Aug 29, 2024
<b>Job ID #</b>	2161	<b>Closing Date (4:30 pm)</b>	Sep 12, 2024

### Position Summary

Reporting to the Manager of Building Services, the Municipal Building Official 1 will be responsible for the accepting and processing of building permit applications. Applying all relevant legislation, policies, procedures and standards to building permit applications by thoroughly reviewing submissions ensuring they meet minimum departmental application standards, providing cursory technical and zoning review. The MBO1 is also responsible for receiving and reviewing applications through our online portal system (Cloudpermit), organization and maintenance of plan review files as well as estimating the cost of construction for proposed buildings and collecting applicable permit fees. The incumbent provides information both verbally and in writing to various individuals and agencies regarding the City's zoning bylaws and Ontario Building Code and assists the public and builders with various permit applications issued by the department. The MBO1 will be responsible for enforcing the Building Code Act and the Ontario Building Code by performing plans examination and zoning bylaw review of Part 9 residential construction projects including decks, sheds, detached garages, and minor alterations to houses. This position also provides general office assistance and other related duties as assigned.

## Qualifications

The successful candidate will be offered a Municipal Building Official 1 OR 2 position commensurate with their qualifications. Employees will be able to automatically progress from MBO 1 to MBO 2 when the employee has met the experience and certification requirements of the next level MBO, and will be compensated accordingly, subject to the terms and conditions of the Collective Agreement and any other applicable agreement, policy, and/or legislation:

The successful candidate will possess the following:

- Three (3) year community college diploma as a Construction or Architectural Technologist (or equivalent)
- Minimum Provincial qualifications (BCIN) from the Ministry of Municipal Affairs in: General Legal and House
- Experience: entry level - previous building official experience an asset
- Proven written, verbal, and computer skills are essential
- Knowledge and ability to interpret Codes, By-laws and working (construction) drawings, with an excellent understanding of the Building Code Act, Ontario Building Code, Ontario Fire Code and municipal by-laws
- Knowledge of a permit tracking systems Cloudpermit and AMANDA is an asset
- Excellent interpersonal skills with the ability to work in a team environment
- Excellent customer service skills with the ability to handle conflict

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, September 5, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.